

## How to Make Unit Tenant Status Changes in PIC

The information about your units in the Development sub module in PIC can be used for a variety of different reasons within HUD. The most common being figuring your reporting rate on the Delinquency Report, the Capital Fund Program formula, and Operating Subsidy (also called Operating Fund) calculations. Over the years many enhancements have been made to the unit data in PIC. This culminated in the September 2010 release when the unit data was again updated to make way for better tracking of vacant, occupied, merged, and non dwelling units. It also made way for the Financial Management Division (FMD) to use the unit data for Operating Fund calculations in the future.

***Please note that the HUD field office can review the unit status changes at any time and could question why you have marked a unit a specific way. Therefore, you should be prepared to give an explanation and/or documentation for why you made changes to a unit when you are asked to provide it.***

Below is a list of the available Unit Tenant Status categories and subcategories:

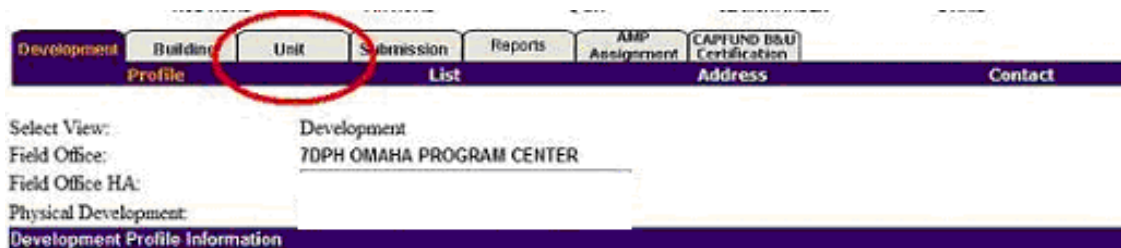
- Occupied
  - Employee
  - Non-Assisted Tenant Over Income
  - Police Officer
  - Unauthorized
- Vacant
- Vacant HUD Approved
  - Casualty Loss
  - Court Litigation
  - Market Conditions
  - Natural Disaster
  - Undergoing Modernization
- Non-Dwelling
  - Administrative uses
  - MTW Neighborhood Services
  - Resident Amenities
  - Special Use: Anti Drug/Crime
  - Special Use: Other Resident Activities
  - Special Use: Self Sufficiency Activities
  - Unauthorized
- Merged—**Note that this can only be done by a HUD user. Please contact your local field office.**

***Note: Users should consult with their local field office before selecting the Unauthorized sub category under the Occupied or Non-Dwelling categories.***

**Additional information about the above categories and subcategories can be found in the References and Guidance section at the end of this document.**

The instructions below outline how to make unit tenant status changes in PIC and if necessary how to submit them in the system to the local field office for approval.

1. Log into REAC/Secure Systems and access PIC from your Main Menu. The website address for the REAC login page is <http://www.hud.gov/offices/reac/online/reasyst.cfm> and single click on Login here.
2. After you are in PIC, on the left side of the screen there are some modules, single click on the Development sub module under Housing Inventory module. Note: if you are already in PIC you can get the PIC Main page to access Development by single clicking on the PIC Main link on the left side of page you're on.
3. You will need to read and agree to the Privacy Act statement before you proceed if you have not already done so in this PIC session. Once you are in the Development sub module you will see a row of tabs at the top of the page. Single click on the Unit tab. See the screen print below. Note: if you have more than one development, you will need to select the development you want to work in from the Physical Development drop down box **BEFORE** single clicking on the Unit tab.



4. The Unit List page is presented to you. In the unit list find the unit number you want to edit the unit tenant status for. Under the Tenant Name column it should say Vacant. Users cannot edit the unit tenant status for a unit occupied by an assisted tenant, which is denoted by a name in the Tenant Name column. Single click on the link for the unit number you wish to edit.

Unit Number	Submission Status Type	Tenant Name (Last, First Name)	Building Number	Entrance Number	Floor Number	Door Number	Delete Unit?
<a href="#">0101</a>	Initial Approval Completed	CARLSON, E	1	1	1		
<a href="#">0102</a>	Initial Approval Completed	MOUL, L	1	1	1		
<a href="#">0103</a>	Initial Approval Completed	CHRISTOFFERSON, J	1	1	1		
<a href="#">0104</a>	Initial Approval Completed	GOESCH, W	1	1	1		
<a href="#">0201</a>	Initial Approval Completed	MODEROW, J	2	1	1		
<a href="#">0202</a>	Initial Approval Completed	JENNINGS, B	2	1	1		
<a href="#">0203</a>	Initial Approval Completed	HAVLIK, L	2	1	1		
<a href="#">0204</a>	Initial Approval Completed	HRUZA, B	2	1	1	0204	
<a href="#">0301</a>	Initial Approval Completed	VACANT	3	1	1		
<a href="#">0302</a>	Initial Approval Completed	DAVIS, B	3	1	1		

5. On the Unit Details page for the unit number you clicked on you will see many details about that unit. On the left side of the page you will see the Unit Tenant Status area (highlighted in the screen prints below). The current Unit Tenant Status will appear next to this (by default, PIC will set it to Vacant when a 50058 vacates a unit). To change the Unit Tenant Status single click on the Modify link to the right of Unit Tenant Status. *Note you will not see the Modify link if the unit is occupied or is a merged unit.*

LOGOFF	HUD HOME	PIH HOME	Q & A	SEARCH / INDEX	E-MAIL	WASS MAIN
Development	Building	Unit	Submission	Reports	Maintain Inventory	CAPFUND B&U Certification
Unit List		Building/Unit Data Transfer		Upload Error Report		
Field Office HA:		NE				
Physical Development:		NE				
<b>Unit Information</b>						
Unit Number:	0301	Building:	3			
Entrance Number:	1	Building Entrance Address:	1505 P ST			
Door Number:		Floor Number:	1			
Bedroom Count:	1	Submission Status Type:	Initial Approval Completed			
Unit Designation:	General Occupancy	Accessible Designation:	Not Applicable			
Unit Tenant Status:	Vacant					
Effective Date:	08/31/2010	ACC Indicator Change Date:	09/30/1968			
ACC Unit Indicator:	Yes	Op Fund Indicator:	Yes			
Cap Fund Indicator:	Yes					

6. You are presented with the Unit Tenant Status Changes screen. There are two types of changes that can be made—changes where no HUD approval is required and changes where HUD approval is required. The screen prints below illustrate the layout of this page as well as the selections that can be made.
- Changes not requiring HUD approval—these include marking a unit as occupied or changing a unit back to vacant after it has been in another vacant or occupied unit tenant status. Examples of occupied statuses include employee, non-assisted tenant over income, or police officer. While these do not require HUD approval the local field office may still ask the PHA for additional information and the information may need to be included in a PHA's PHA Plan submission.
  - Changes requiring HUD approval—these include HUD approved vacancies and non dwelling units. You will be required to provide documentation to the local field office to support your proposed change. Contact your field office for information about what documentation is required.

Development	Building	Unit	Submission	Reports	Maintain Inventory	CAPFUND B&U Certification
Unit List		Building/Unit Data Transfer		Upload Error Report		
Field Office HA:		NE				
Physical Development:		NE				
<b>Unit Information</b>						
Unit Number: 0301		Building - Entrance Number: 3-1				
<b>Current Unit Tenant Status</b>						
Current Unit Tenant Status: Vacant		Current Status Effective Date: 08/31/2010				
<b>New Unit Tenant Status (No HUD Approval)</b>				<b>New Unit Tenant Status (HUD Approval Required)</b>		
<input type="radio"/> Occupied - Select Subcategory -				<input type="radio"/> Vacant HUD Approved - Select Subcategory -		
<input type="radio"/> Vacant				<input type="radio"/> Non-Dwelling - Select Subcategory -		
New Status Effective Date:				New Status Effective Date:		
Reason for change in Unit Tenant Status: Change In Use				Reason for change in Unit Tenant Status: Change In Use		
Comments:				Comments:		
The changes will be effective in the system immediately upon clicking "Save".				The changes will not be effective in the system upon clicking "Propose Change". PHA must submit all the unit tenant status changes for HUD approval. The changes will be effective in the system upon approval by field office.		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				<input type="button" value="Propose Change"/> <input type="button" value="Cancel"/>		

**New Unit Tenant Status (No HUD Approval)**

☐ Occupied - Select Subcategory -  
☒ Vacant - Select Subcategory -  
 Employee  
 Non-Assisted Tenant Over-Income  
 Police Officer  
 Unauthorized

New Status Effective Date:

Reason for change in Unit Tenant Status:

Comments:

The changes will be effective in the system immediately upon clicking "Save".

Save Cancel

**New Unit Tenant Status (HUD Approval Required)**

☒ Vacant HUD Approved - Select Subcategory -  
☐ Non-Dwelling - Select Subcategory -  
 Casualty Loss  
 Court Litigation  
 Market Conditions  
 Natural Disaster  
 Undergoing Modernization

New Status Effective Date:

Reason for change in Unit Tenant Status:

Comments:

The changes will not be effective in the system upon clicking "Propose Change". PHA must submit all the unit tenant status changes for HUD approval. The changes will be effective in the system upon approval by field office.

Propose Change Cancel

**New Unit Tenant Status (HUD Approval Required)**

☐ Vacant HUD Approved - Select Subcategory -  
☒ Non-Dwelling - Select Subcategory -  
 Administrative Uses  
 MTW Neighborhood Services  
 Resident Amenities  
 Special Use: Anti Drug/Crime  
 Special Use: Other Resident Activities  
 Special Use: Self Sufficiency Activities  
 Unauthorized

New Status Effective Date:

Reason for change in Unit Tenant Status:

Comments:

The changes will not be effective in the system upon clicking "Propose Change". PHA must submit all the unit tenant status changes for HUD approval. The changes will be effective in the system upon approval by field office.

Propose Change Cancel

Once you have determined the Unit Tenant Status that you need to select make that selection from the appropriate area.

- Once you have chosen the Unit Tenant Status you will need to enter the effective date for that change. It must be after the Current Status Effective Date for the unit that is listed on this page. You also need to select the reason for the change and enter comments. In your comments you will want to enter a **brief** description of why the status is being changed—this is **NOT** the place to enter your documentation.



8. Once you have made your selections you will single click on the appropriate button for the type of change you are making. Single click on Save for selections not requiring HUD approval. Single click on Propose Change for selections that require HUD approval.
9. You will be taken back to the Unit Details screen. If you scroll to the bottom of the screen you will see a record of the change you made. PIC will keep a history of the changes that are made for this unit from the time of the September 2010 PIC release onward.
  - If you proposed a change that requires HUD approval you will see a Delete button on the right side of the screen. If you change your mind or made a mistake in your proposed change you can use this button to delete the proposed change.

Unit Status/Designations Change History											
Change Type	Old Unit Characteristics	New Unit Characteristics	Unit Status Effective Date/ Unit Designation Change Date	Request Status	Request Date	Requesting User	Requester Comments	Review Date	Review User	Reviewer Comments	Edit
Unit Status/Reason Change	Vacant	Vacant HUD Approved - Market Conditions	10/01/2010	Requested (Not Submitted)	12/06/2010	M88336	Cannot rent unit after multiple marketing attempts.	2010-12-06 16:38:04.067			<input type="button" value="Delete"/>

**Notes:**

- If you made a change that does not require HUD approval you do not have to proceed any further. That change took affect once it was saved.
  - If you need to make changes to other units at this time repeat steps 3-9.
10. If you made a change that requires HUD approval you must also submit that proposed change to the field office for approval. To do this single click on the Submission tab at the top of the page.
    - Only users with the submit role are allowed to perform this function. If you cannot see the Submission tab or cannot do the steps below please discuss this with your Executive Director or other staff person who has been assigned this role.



Field Office HA:

Physical Development:

**Unit Information**

Unit Number:

11. On the Submission page single click on the Submit Unit Status Changes link to go to the page where you will submit your request.

12. On the Submit Unit Status Changes page you will see a listing of all of the Unit Tenant Status proposed changes you have made. To submit the proposed changes single click the Submit Data For Approval button.

#	Dev Num	Unit Num	Change Type	Old Value	New Value	Effective Date	Request Date	Requesting User	Requester Comments
1	NE090000001	0301	Unit Status/Reason Change	Vacant	Vacant HUD Approved - Market Conditions	10/1/2010	12/6/2010 4:38:04 PM		Cannot rent unit after multiple marketing attempts.

13. Notify your local field office that you have submitted Unit Tenant Status changes in PIC and provide them with the required documentation.

14. When you are finished you can either log out of PIC using the Logoff link on the left side of the page or navigate to other areas of PIC to do other tasks.

If you want to check to see if your proposed unit tenant status change has taken affect you can return to the Unit List page (see step 3 for how to get there). If the changes are just proposed but not approved you will see Status Changes Proposed under the Submission Status Type column in the Unit List. The Tenant Name column will reflect the current status of the unit, e.g. Vacant, until your proposed change is approved.

Unit Number	Submission Status Type	Tenant Name (Last, First Name)	Building Number	Entrance Number	Floor Number	Door Number	Delete Unit?
<a href="#">0101</a>	Initial Approval Completed	CARLSON, E	1	1	1		
<a href="#">0102</a>	Initial Approval Completed	MOUL, L	1	1	1		
<a href="#">0103</a>	Initial Approval Completed	CHRISTOFFERSON, J	1	1	1		
<a href="#">0104</a>	Initial Approval Completed	GOESCH, W	1	1	1		
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<a href="#">0203</a>	Initial Approval Completed	HAVLIK, L	2	1	1		
<a href="#">0204</a>	Initial Approval Completed	HRUZA, B	2	1	1	0204	
<a href="#">0301</a>	Status Changes Proposed	VACANT	3	1	1		
<a href="#">0302</a>	Initial Approval Completed	DAVIS, B	3	1	1		

If you are unable to complete the steps above:

- If you think that you've changed a unit's unit tenant status but it is not reflected, repeat steps 3-9 above making sure that you single click the correct button—Save for changes not requiring HUD approval and Propose Change for changes requiring HUD approval.
- Make sure the unit is not occupied by an assisted tenant—if there is a tenant name showing up in the Unit List or on the unit details page for that unit it is occupied. The Unit Details page will also show a status of Occupied by Assisted Tenant. If the unit is not occupied by an assisted tenant contact your PIC Coach via email including the unit number (and development number if you have more than one) and your full name (so that we can check your access rights if needed).
- If a unit has a status of Demo Dispo Draft, Demo Dispo Proposed, or Demo Dispo Approved Unit Tenant Status changes cannot be made because those units cannot be edited.

## PIC Unit Data Reminders and Guidance

### Items to remember about entering data into PIC:

- PHAs should always ensure that the Unit Tenant Status data in PIC is accurate. If a unit no longer meets the conditions of a category or sub category the unit should be changed to the appropriate one. For instance, if a unit has been marked as Vacant HUD Approved – Undergoing Modernization but work is no longer being performed in the unit it, the unit should be marked Vacant as of when work was completed.
- When entering effective dates into PIC PHAs should keep in mind that a user cannot enter a date earlier than the current effective date for the unit. If a user attempts to enter an earlier effective date they will receive an error message.
- PHAs should remember that items cannot be deleted from PIC. If a user makes a Unit Tenant Status change that does not require HUD approval and realizes they made a mistake it cannot be taken out by the PHA or by HUD. **It is better for a user to double check their work before saving the work than to have inaccurate data in the system.**
- If a user utilizes the Online EOP in the Form-50058 Viewer or MTW Viewer the unit's effective date will be the date the Online EOP was done. For this and other reasons PHAs should only use this feature when absolutely necessary. PHAs should be utilizing their Form-50058 software to transmit End of Participation 50058s.

**Below is a list of notices and regulations that have related to PIC and unit data in PIC. Note that this list may not be all inclusive and that some of these notices have expired. This list is being provided to show the progression of changes that have taken place over the years and what has been required of PHAs.**

- Notice PIH 2006-36 Guidance on Unit Status Categories in PIC
- Notice PIH 2007-28 Changes in the Project Numbering System and Process for Requesting Changes in Project Identifications
- Notice PIH 2010-2 Appeals under the Operating Fund Program for Calendar Year 2010
- Notice PIH 2010-6 Changes to Unit Reporting in PIC
- Notice PIH 2010-25 Timely Reporting Requirements of Form HUD-50058 and HUD-50058 MTW data into PIC
- Notice PIH 2011-7 Guidance on IMS/PIC Development Sub-Module Reporting and Validation
- 24 CFR 960.503 Occupancy by over-income families
- 24 CFR 960.505 Occupancy by police officers
- 24 CFR 990 Operating Fund regulations
- Additional guidance could also be published at a later date and should be used when making unit tenant status changes to a unit or any other changes in PIC.

PIH Notices can be obtained at <http://www.hud.gov/offices/pih/publications/notices/>

You can find the Code of Federal Regulations (CFR) online at <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1> To find the regulations for Housing and Urban Development scroll down to Title 24.